



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-017

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Acquisition and Assistance Specialist, FSN-11

(Salary approx. Tk. 137,850 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(Lower than the position grade.)**

OPENING DATE: March 19, 2014

CLOSING DATE: April 2, 2014

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Acquisition and Assistance Specialist, FSN-11** in the Office of Acquisition and Assistance (OAA).

The candidate maybe hired at trainee grade FSN-09 or 10, based on his or her qualifications and experience. The remuneration package would be under the range of FSN-09 to FSN-11.

Candidates for employment are generally hired at the first step of the



established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Acquisition and Assistance Specialist is located in the Office of Acquisition and Assistance, Dhaka, Bangladesh (OAA/Dhaka). The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Development Objective Teams and the support offices. The primary purpose of this position is to provide expert advice on every aspect of the A&A process, from conception of award (i.e., contracts and assistance instruments), through soliciting, negotiating, and contracting the award, administering the award, to final close-out of the award. The Specialist will review and recommend approval or revision of Acquisition and Assistance Requisitions; review and recommend clarifications to Scopes of Work (SOW), Statement of Objectives (SOO) and Project Descriptions (PD) and other forms of requirement documentation; perform complex cost and price analysis; analyze proposals, applications, and/or quotes received; review contracts, agreements, grants, and contract and agreement modifications; analyze proposed contractor and implementing partner budgets; recommend inclusion or exclusion of contract clauses and agreement standard provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist maintains up-to-date contract and agreement files, prepares Contractor Performance Reports, and supports award closeouts. The Specialist provides guidance on related administrative award modifications. The Specialist is responsible for carrying out day-to-day activities in an independent manner.

NOTE: This position is being advertised as a Career Ladder. Target Grade is a FSN-9. Position may be filled as career ladder or could be filled at full performance level FSN-11. If the position is filled at the lower grade level, that is FSN 9, subsequent promotion to the next grade level will be processed without further competition at such time as performance and qualification requirements are met and classification review discloses the duties being performed properly warrant classification to the next higher grade level.

MAJOR DUTIES AND RESPONSIBILITIES:

a. The Specialist provides professional-level procurement planning advice and guidance to designated clients, including procurement policy, and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing



organizations/partners, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or assistance instruments. Negotiations with the clients are to ensure acquisition plans are current, have appropriate milestones, and related schedules.

b. The Specialist reviews Requisition packages requesting acquisition/assistance for major and complex programs/projects and/or services. The Specialist analyzes requirements, and reviews instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies. The Specialist ensures that necessary Mission clearances have been obtained, and that waivers, deviations, and other supporting documentation are complete. The Specialist recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial solicitation. The Specialist develops the solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses or standard provisions, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal or application submission phase; and, determines the need for, and prepares, clarifying amendments, as required, for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterparts needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million dollar issues with significant political and/or legal implications.

c. The Specialist evaluates applications and proposals for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal. The Specialist guides DO teams in the practice of 'best value' selection, and in performance-based technical approaches. The Specialist obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts or agreements. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, recommends the establishment of the competitive range and presents documentation for signature to the Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver or deviation. The Specialist coordinates issues of technical weakness and excessive cost with the DO Team prior to commencement of negotiation. The Specialist clarifies, and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the



negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; and conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuades offerors to upgrade technical deficiencies and reduce costs where appropriate. The Specialist requests submission of Revised Final Proposal, and prepares appropriate contract or assistance instruments for award. The Specialist coordinates the last stages of selection with the technical evaluation committee(s). The Specialist negotiates and prepares awards including contracts, grants, and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations. The Specialist analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. The Specialist coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award recommendation of the proposed contractor/recipient to the Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with the DO team. The Specialist organizes and conducts orientation meetings with the selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of the procurement instruments are clear and well-understood by all parties. The Specialist provides support for the debriefing to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing OAA/Dhaka at performance-related meetings held by clients; assists clients to develop appropriate indicators for work plans and contract documents; ensures contractor is fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved. The Specialist supports recommendations with detailed analysis of each cost, category, or element as necessary. The Specialist prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues. The Specialist presents documentation to the Contracting or Agreement Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved. The Specialist ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed. The Specialist ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

f. Provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of Federal and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.



g. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised US or host-country requirements. The Specialist attends key Mission meetings on behalf of the OAA/Dhaka, as assigned.

The Specialist performs other duties as assigned or required.

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Possession of a Bachelor's Degree or the host-country equivalent formal education in a relevant field, such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law or other related field is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Three to four years of progressively responsible professional work situation in USAID Acquisition and Assistance required. Three to four years of this experience must have been gained in a USAID Contracting/A&A Office. **35 points**



- 3. Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required

25 points

- 4. Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Bangladeshi business community, and with colleagues in other USAID Missions and host government is required. The incumbent must have strong analytical skills to evaluate procurement options and apply regulations and procedures to complex individual situations. Accuracy, attention to detail, punctuality, and excellent written and verbal communication skills are critical. Exceptional interpersonal skills are required – the incumbent must be tactful, personable, and be able to maintain effective working relationships with all levels of employees and supervisors. An ability to prioritize and work under severe pressure to fulfill multiple tasks simultaneously within tough time limits is a must. The incumbent must be an enthusiastic and self-directed learner. Strong, professional computer skills, including the ability to work with spreadsheets, database management software, and sophisticated online applications, are required.

Good analytical, negotiating, and time management skills are required, with strong proofreading skills and attention to detail is required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of OAA/Dhaka acquisition and assistance procurement actions.

Requires good computer skills in order to effectively use standard word processing applications (MS Office) and other job-related applications such as GLAAS, CPARS, SAM, FedBizOps, and Grants.gov. **25 points**



ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (Fluent) English proficiency, both oral and written, is required. Knowledge of additional languages and dialects in supported country areas is desired.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

17. STANDARD TO MOVE UP FROM TRAINEE GRADE:

The standard to move from FSN 9 to FSN 10:

Complete GLAAS 102 Buying, USAID Basic Assistance Course
Complete FAC-C Level 1 On-line courses: CON 100, 110, 111, 112, 237, CLC 020, 131

Based upon availability of funds: CON 120

- Must have a minimum of two years of on-the-job experience as determined by the supervisor in Government contracting directly related to Federal government rules and regulations
- Work under the close supervision and mentoring of a Senior Contracting Officer or a Senior A &A Specialist and receive a "fully successful" rating or above
- Must not have been placed on a Performance Improvement Plan during the preceding six months prior to consideration of the promotion

The standard to move from FSN 10 to FSN 11:

Complete CON 214, 215, 216, 217



Subject to availability of funds: CON 218 and Supervision Course

- Must have a minimum of three progressive years of on-the-job experience as determined by the supervisor in Government contracting directly related to Federal government rules and regulations. As this position is part of a recognized and established career ladder, one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level.
- Work under the close supervision and mentoring of a Senior Contracting Officer or a Senior A &A Specialist and receive a "fully successful" rating or above
- Must not have been placed on a Performance Improvement Plan during the preceding six months prior to the date of consideration for the promotion

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**



III) A copy of educational or trade school certificate as required.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.